

2 May 1979

Classification Review Procedure

CRP 79-28

REVIEW OF DOCUMENTS AT NARS AND WNRC SUITLAND

1. Some inconsistencies have been noted in our review of documents at NARS and WNRC.

2. Most of these inconsistencies occur in the review of our own documents found in other agencies' record groups. Reviewers are reminded that, with the exception that we do not stamp the review action on the document, CIA documents reviewed elsewhere are treated the same as those reviewed at our own facilities.

a. Stamping: Even though we place no stamps on the document itself, our review decision as noted on the NARS worksheet and the tab constitutes the final action. That action should, therefore, include downgrading and referral to other agencies as well as declassification.

(1) If the document may be declassified, the reviewer should stamp "declassify" on both the tab and the worksheet, and add his employee number and the date.

(2) If the document may not be declassified, the reviewer should write "hold at (appropriate classification)" followed by his employee number and date on the worksheet and tab.

(3) If the document must be reviewed by another agency because of derivative material, stamp the worksheet and tab as follows:

CIA HAS DETERMINED THAT THIS
DOCUMENT MAY BE DECLASSIFIED
SUBJECT TO REVIEW BY STATE

AUTH: HR 70-2

Review

TE 57/79

b. Form 4023A: A data input form must be filled out for each CIA document reviewed, whether at our own facilities or elsewhere. To neglect this is to make our data base in the automated system incomplete. Refer to RRP 78-23 dated 2 May 1978 for instructions on completion of the form. All entries remain valid except for the reviewer number (notation C), which has been changed [redacted], and the new job number digraph for NARS or WNRC record groups -- NA instead of 99 (notation G).

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c. Weekly statistical sheet: The number of CIA documents reviewed at NARS or WNRC should be recorded in the upper portion of the statistical sheet. See example attached.

3. When reviewing documents created by other agencies that contain material of interest to CIA, the tab and worksheet should be stamped to indicate that we either have no objection or that the document must be held at a certain level of classification using one of the following stamps:

THE C.I.A. HAS NO OBJECTION
TO THE DECLASSIFICATION OF
THIS DOCUMENT.

THIS DOCUMENT CONTAINS INFORMATION
THAT THE CIA HAS DETERMINED MUST BE
CLASSIFIED AT THE LEVEL INDICATED

TS S (C)

AUTHORITY: HR 70-2

No [] 5/1/79

REVIEWER [] DATE 5/1/79 STATINTL

a. Form 4023A: No data input form will be filled out for documents created by other agencies.

b. Weekly statistical sheet: Tabulate other agency documents on the center righthand portion of the statistical sheet (non-CIA with derivative material) per the attached.

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Chief,
Classification Review Group

Attachment

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R.G.# 1 BOX # 11 1000001 (as of 11/01/79)DATE 12-16 MAR 79REVIEWER JOB BOX UPI

Approved For Release 2002/06/24 : CIA-RDP93B01194R001000240043-8

CIA DOCS # <u> </u>	# PAGES <u> </u>	IN CHANGE & RETAIN CLASS # DOCS <u> </u>	DOWNGRADE # DOCS <u> </u>	UPGRADE # DOCS <u> </u>	DISCONTINUING # DOCS <u> </u>	NO DOCS # DOCS <u> </u>
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FOR DOCS # DOCS <u> </u>	# PAGES <u> </u>	WEDNESDAY - WNRC				

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